



## **Terms and Conditions of Room Hire**

*Our objective is to assist with the smooth running of your event and would therefore ask that you liaise with NIMC staff regarding the layout of the room, equipment needs, the time at which refreshments should be available and any other requirements.*

*Please read these conditions carefully as completing and submitting the Room Hire Application Form indicates acceptance of the conditions and the related hire costs as stipulated at the time of hire.*

### **General Conditions**

You must complete a room hire application form and submit it to NIMC prior to using the room. You will receive confirmation of your booking either by letter or e-mail.

No booking can be confirmed without the submission of a completed application form, and the NI Museums Council reserves the right to assess the user's business to which the hire will be used. NIMC reserves the right to cancel or amend any room hire booking.

The person completing the Room Hire Application Form will be deemed liable for all charges incurred.

### **Conditions of Use**

There is a minimum hire period of one morning or one afternoon session for any individual application for room hire. (Morning session – 9.00am to 1.00pm, Afternoon session – 2.00pm to 5.00pm)

The room can be accessed from 8.30am in the morning and up until 6.00pm in the evening. Extended access can be negotiated with a staff member at the time of booking.

Once a completed booking form is received and the booking confirmed, you will be charged for the hire period booked, unless you give at least five days notice of cancellation (cancellations received less than five days prior to intended usage will incur a charge of 20% of hire costs)

The periods of time booked must include any time needed to install and remove any equipment, or to clear the space of people, materials or litter.

The room must be vacated promptly at the end of the hire period and must be left as it was found, particularly with regard to cleanliness.

NIMC reserves the right to calculate any additional charges incurred by you with regard to damage and/or the extended use of the room beyond that agreed

You must report to NIMC staff on entering the building and again on departure

Room hire must not be sublet

You must not use the room for any party political or religious denominational purpose.

### **Insurance**

While NIMC is fully insured for Public Liability, we would advise clients hiring facilities to take out their own public liability and personal accident insurance policies.

### **Invoicing and payment**

Invoices will be sent to the address you stated on the application form following the hire. Payments of invoice must be made in full within 30 days of the date on invoice.

You will understand that NIMC is unable to offer the hire of facilities and equipment to clients with outstanding payments and thus a failure of pay within 30 days may lead to cancellation of an existing booking and possibly the refusal of access in the future.

Receipts will be issued on payment of outstanding charges.

VAT will not be charged on room hire.

## Room Hire

### **Times of booking: -**

Up to 0 – 3 hours	£50.00 (½ day)
Up to 8 hours	£80.00 (full day)

### **Capacity**

20 boardroom  
12 U-shape  
25 theatre style  
60 standing

### **Equipment:**

Overhead projector and screen	(free)
Flip chart	(free)
PowerPoint projector	(free)
TV and Video	(free)

Photocopying:	10p per sheet for A4
Use of fax:	20p per sheet

### **Refreshment**

Tea and coffee	£0.95 per head
Tea, coffee and biscuits	£1.10 per head
Tea, coffee and scones	£1.25 per head
Sandwiches	£2.20 per head
Jugs of water	(free)
Jugs of juice	£1.00 per jug

Buffet lunch or other items may be order on request.